

## REQUEST TO ADDRESS THE PRAIRIE DU ROCHER BOARD OF EDUCATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_

Has this matter been discussed with the classroom teacher?      YES    NO

Name of classroom teacher: \_\_\_\_\_      Date: \_\_\_\_\_

Has this matter been discussed with the school administrator?      YES    NO    Date: \_\_\_\_\_

Has this matter been discussed with the Communications Committee?      YES    NO    Date: \_\_\_\_\_

Describe your concern in detail (continue on back if additional space is needed).

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If group, name of spokesperson: \_\_\_\_\_

Signature: \_\_\_\_\_

### GUIDELINES FOR ADDRESSING THE BOARD OF EDUCATION

- 1) First, follow the chain-of-command. The school board is not the starting point for most concerns. If your concern is a personnel problem, then talk with that individual. If that is not possible, then discuss your concerns with the school superintendent. If no solution was reached by using those avenues, then you should address the Board of Education.
- 2) To bring a concern / problem or idea to the board, return this completed form to the school Superintendent at least five (5) workdays prior to the regularly scheduled Board meeting, to be considered for inclusion on the Board's agenda. The Board President will determine whether or not your issue will be included on the agenda. If a written presentation is included, you must also bring it to the school office for distribution purposes at least five (5) workdays prior to the scheduled meeting.
- 3) Five minutes are allowed for any individual's presentation to the board. When 4 or more speakers address the same issue, three minutes are allowed per individual, up to a combined total of 15 minutes.
- 4) Be respectful of others' time by being clear and concise in your comments and/or questions.
- 5) Demonstrate honesty and integrity in your comments and actions. Please understand that although we respect your right to speak, we cannot allow disorderly behavior, personal attacks or disruptive conduct.
- 6) Please do not expect board action that night. Many topics require discussion and research by the board members. For example, an attorney's opinion may be needed, or other affected parties may need to be consulted.
- 7) The fact that we do not respond to your remarks does not suggest that we agree or disagree with your comments. We value your input, and we will act upon it as we think appropriate.
- 8) When action is taken on an issue, the board will notify the individual(s) or group spokesperson of the action.
- 9) If a decision is made with which you do not concur, then agree to disagree and/or use appropriate means of civil and civic recourse, and move on.

*Adopted by the Prairie du Rocher School Board on July 14, 2011.*